NATIONAL OPERATIONS SECURITY (OPSEC) AWARDS PROGRAM

The annual National Operations Security (OPSEC) Awards Program is a top priority for the Interagency OPSEC Support Staff (IOSS). The IOSS is the focal point for OPSEC within the United States Government and understands the importance of acknowledging those individuals and organizations that have excelled in the practice of OPSEC during the past fiscal year. Through this awards program, the IOSS hopes to encourage the development of new and exciting OPSEC programs and awareness products.

The National OPSEC Awards Program provides non-monetary awards to government and supporting contractor organizations and individuals who have excelled in the field of OPSEC and are considered members of the U.S. national security community. On the following pages you will find the criteria for each award category and a modified submission form.

A call for nominations is announced each October for accomplishments made during the previous fiscal year (the award period). The announcement is published in the IOSS newsletter, The OPSEC Indicator, and posted on the IOSS web site (www.ioss.gov). Nomination booklets are sent to customers registered in the IOSS database. To satisfy the IOSS' federal mandate, letters and nomination booklets are sent to federal agency heads detailing the program criteria and requesting nominations.

Completed nomination packets must be received at the IOSS by the end of December.

Nominations, including those for contractor organizations and individuals, may be made by any component within those government departments and agencies assigned or supporting a national security mission. Contractor submissions must be sent through their sponsoring government agency or department.

There is no limit on the number of submissions allowed.

All nomination packets must include a completed copy of the enclosed submission form and a nomination letter signed by the agency or department head; a nomination narrative must be included if applicable. Copies of documents and electronic or print media must be submitted as required by the individual award criteria.

Unclassified narratives are preferred, however submissions may be classified up to and including SECRET. Responsibility for prepublication review of any documents or manuscripts rests with the submitting organization or author and approval documentation should be included in the nomination packet.

Guidance on the content and length of the narrative is included in the specific criteria for each award. The narrative must address the award selection criteria, which was developed by an

independent, interagency Awards Board in coordination with the IOSS.

Items submitted for nomination become the property of the IOSS, which may have the materials reproduced and distributed as appropriate. The submitting organization or author retains all internal distribution and publication rights.

The Awards Board evaluates the nominations and selects the winners. Decisions of the Awards Board, whose deliberations are independent and private, are final.

The winners are formally honored and the awards are presented at the next annual National OPSEC Conference and Exhibition.

All those who submitted awards will be notified of the board's decisions in advance of the National OPSEC Conference and Exhibition.

Participating organizations are encouraged to establish internal procedures for these nominations, to include suitable recognition for those nominated but not selected as award winners.

AWARDS BOARD
Members of the Awards Board are selected annually from within the OPSEC community by the Director of the IOSS. Members may serve no more than two consecutive years.

AWARDS PROGRAM ADMINISTRATOR
For further information concerning the National OPSEC Awards Program, including eligibility and nomination procedures, please send inquiries to the Awards Program Administrator, Interagency OPSEC Support Staff, 6411 Ivy Lane, Greenbelt, Maryland 20770-1405, or call (443) 479-4677.

INDIVIDUAL ACHIEVEMENT AWARD

The National OPSEC Awards Program presents first and second place non-monetary Individual Achievement Awards in recognition of outstanding individual accomplishments during the award period. The criteria considered include, but are not limited to, the following:

- Evidence of individual ability to identify and solve significant OPSEC problems, threats, or vulnerabilities;

- Demonstration of outstanding leadership and knowledge in the application of OPSEC; and,

- Innovative and creative use of resources (personnel, fiscal, or facilities) to successfully accomplish OPSEC-related goals and missions.

The nomination narrative should be no longer than three pages, single-spaced, and should describe the specific accomplishments of the nominee.

ORGANIZATIONAL ACHIEVEMENT AWARD

The National OPSEC Awards Program presents first and second place non-monetary Organizational Achievement Awards in recognition of outstanding organizational accomplishments during the award period. The criteria considered include, but are not limited to, the following:

- Evidence of organizational ability to identify and solve significant OPSEC problems, threats, or vulnerabilities;

- Creation or development of innovative programs for OPSEC training, education or awareness; and,

- Mission accomplishments and successes at the organizational level resulting from the application of OPSEC.

The nomination narrative should be no longer than three pages, single-spaced, and should describe the specific accomplishments of the nominated organization

```
                    NATIONAL OPERATIONS SECURITY AWARDS
                             SUBMISSION FORM



           Award
           Category:

                • Individual Achievement Award: _____
                • Organization Achievement Award: _____
                • Multimedia Achievement Award (Electronic):
                  _____
                • Multimedia Achievement Award (Print): _____
                • George F. Jelen Literature Achievement Award:
                  _____


Name:                     _____

Job Title:                _____

Organization:             _____

Address of Organization: _____

Point of Contact:         _____

  Telephone Number: _____ Fax: _____

                    ENDORSEMENT OF AGENCY OR DEPARTMENT HEAD:



          Signature:_____Date_____
                    For more information, please call the
                             OPSEC Support Staff
                    Awards Program Administrator on
                               (443) 479-4726.
```